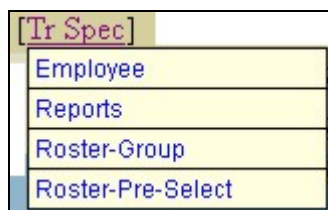


TRAINING SPECIALIST

OVERVIEW: As a Training Specialist, you will have all the functions of an Employee (see Employee Help Files).

The Training Specialist Role will allow the User to manage several of the Training Requirements for all Employees within the System. They have two additional tasks on their Home Page, the Training Specialist drop down list and the Training Request Management bar.

- I. **MANAGEMENT TASKS:** By placing the mouse on the [Training Specialist](#) link four management tasks will appear on a drop down list: Employee, Reports, Roster-Group and Roster Pre-Select. The drop down list will look similar to this:



- A. **EMPLOYEE:** By clicking the [Employee](#) link, a page will appear that will look similar to this:



1. This page allows the Training Specialist to locate all Employees within the System, by clicking the [A-Z](#) listing based on the last name. To search for a specific Employee, type their last name in the Search by name box and click the link. The screen will look similar to this:

Employees

[In-Active Employees](#) [P.O.S.T.](#) Search by name:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Employees	Classification	Training Group	Sub-Group	Training Record
BABCOCK, DAVID	Guide I Historical Monument	San Luis Obispo Coast District (740)	Unassigned	View
BACASTOW, ROBERT	Lifeguard II (Seasonal)	Unassigned	Unassigned	View
BACHA, KATHY	Office Technician (Typing)	Inland Empire District (950)	Unassigned	View
BACHMAN, STEPHEN	Associate Park and Recreation Specialist	Diablo Vista District (660)	Unassigned	View
BAER, JAMES	Lifeguard I (Seasonal)	Unassigned	Unassigned	View
BAER, MICHAEL	Park Aid -Seasonal-	Unassigned	Unassigned	View
BAILEY, ANDREW	Lifeguard I (Seasonal)	Unassigned	Unassigned	View
BAILEY, DAVID	Supervising Architect	Acquisition & Development Division (861)	Unassigned	View
BAILEY, MARY	Senior Administrative Analyst -Accounting Systems	Business & Fiscal Services (070)	Unassigned	View
BAILLY, SARAH	Maintenance Aide (Seasonal)	Unassigned	Unassigned	View
BAIRAM, ANTHONY	Park Maintenance Worker I	Diablo Vista District (660)	Unassigned	View
BAIRD, JAMES	Supervising State Park Ranger	North Coast Redwoods District (635)	Redwood Coast Sector	View

2. **Home Page:** To view the details of an Employee's Home Page, click the Employee's name. The Training Specialist will be presented with a screen that will allow them to edit the Employee's contact information as well as their Training Group, Sub-Training Group and Primary and Alternate Supervisors. The screen will look similar to this:

HOME PAGE

Name
BREAKFIELD, CONNIE

Classification
#0980: Supervising State Park Ranger

Education/License
N/A

Training Group
Training Office (068)

Sub-Group:
William Penn Mott Jr. Training Center

Email
CBREAKFIELD@parks.

Work Phone
(831) 372-4076

Primary Supervisor
DANIELSON, JOANNE

Alternate Supervisor
HENRY, GINGERLOU

Training Coordinator
HENRY, GINGERLOU

Manager
KIRSCHENMAN, GAIL

P.O.S.T. (C.P.T.) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
NIMS/SEMS Basic Course	8	3/21/2006	3/21/2008	YES
Firearms/Tactical Rifle	24	11/17/2005	11/17/2007	YES
Total Hours	32			In Compliance

Requirement 2 : Perishable Skills (Every 24 months)


Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	3/22/2006	3/22/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	3/23/2006	3/23/2008	YES

Required Programs

Program Title	Subject	Completion Date	Repeat Interval	Due Date	Compliant
Racial Profiling	Classification	12/10/2003	60	12/10/2008	YES
Ethics Orientation for State Officials	Supervisor	Pending	24	N/A	NO
Elder and Dependent Adult Abuse - CPT Video	Classification	Pending	Pending		NO
Supervisory Course	Supervisor	Pending	72	N/A	NO
Sexual Harassment Prevention	Supervisor	Pending	24	N/A	NO
Defensive Driver Training Program	Supervisor	10/24/2003	48	10/24/2007	YES
Purchasing (Video-30 Minutes)	Supervisor	5/5/2004	24	5/5/2006	YES
Cal-Card Refresher (Video-30 Minutes)	Supervisor	5/5/2004	24	5/5/2006	YES

3. **Employee Training Record:** To view the Employee's Training Record, click the [View](#) link in the Training Record column. This screen will list all training programs and instructor hours that the Employee has completed. The screen will look similar to this:

Training Record (YAEGER, PAMELA)


[\(download training record\)](#)

Training Programs Completed									
P.O.S.T.	Program Title	Repeat Interval(months)	Training Provider	Program Provider	Location	Completion Date	Length(hr)	Grade	Training Category
YES	Academy Director/Coordinator Workshop	N/A	N/A		Hawaii	5/6/2006	26	N/A	
NO	Advanced Carpentry Skills	N/A	N/A		Annex	3/22/2006	36	N/A	
NO	A Program Test Email	N/A	N/A		Annex	3/6/2006	24	B	Job Related
NO	A Program Attendance Roster Group	N/A	DPR	ETMS Team	Monterey	3/3/2006	0	N/A	
NO	AED	12	DPR		This old house	4/6/2005	32	N/A	
NO	Microsoft Word XP - Level I	N/A	DPR		Salinas	11/19/2003	7	N/A	Job Related
NO	Cal-Card Refresher (Classroom)(Declined)	24	DPR		Mott Training Center	10/22/2003	2	N/A	Job Required
NO	Defensive Driver Training Program	48	DPR		MTC	4/1/2003	4	N/A	Job Required
NO	Business and Fiscal, Module I	N/A	DPR		Sacramento/HQ	10/4/2000	14	N/A	Job Related
NO	Employee Benefits	N/A	DPR		Sacramento-Headquarters	9/10/1999	16	N/A	Job Required
YES	Supervisory Course	72	DPR	MTC	MTC	1/15/1999	120	Credit	Job Related

Instructor Hours for Training Programs				
P.O.S.T.	Program Title	Instructor Type	Location	Length(hr)
NO	Advanced Carpentry Skills	EMR	Annex	36
NO	AED	Firearms	This old house	32

- a. **Program Title:** If a Training Request was completed on ETMS, the Program Title will link to the details of the Employee's Training Request. This page can be printed and included with the Travel Expense Claim for reimbursement. The screen will look similar to this:

Approved

Name:	WAGY, STEVEN
Classification:	State Park Superintendent III
Training Group:	Training Section
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Healdsburg
Program Title:	Coastal Marine Interpretation
Training Request Is:	Upward Mobility
Justification:	I took cool in shorts
Date:	6/5/2006 - 6/10/2006
Supervisor:	HENRY, GINGERLOU
Date Approved:	3/7/2006
Supervisor Comment:	No Data
Sub-Group Manager:	HENRY, GINGERLOU
Date Approved:	3/7/2006
Sub-Group Manager Comment:	No Data
Manager:	KIRSCHENMAN, GAIL
Date Approved:	3/7/2006
Manager Comment:	No Data
Training Specialist:	LOMBARD, KARYN
Date Approved:	3/7/2006
Training Specialist Comment:	No Data
Accommodation:	Dietary
Explanation:	Lots of fish

- B. **REPORTS:** By clicking the [Reports](#) link, the Training Specialists can run certain standard reports for Employees within the System. By clicking this link within the Training Specialist drop down list, a screen will appear with several standard reports. The screen will look similar to this:

Report Management

[90 Day Evaluation](#)

[POST Compliance Report - Department Wide - Classification](#)

[POST Compliance Report - By Training Group - Individual](#)

[POST Compliance Report - By Training Group - Classification](#)

[POST Compliance Report - By Sub Training Group - Classification](#)

[Program Compliance Report](#)

[Program Compliance Report By Date](#)

[Programs History](#)

[COST For Out-Service](#)

[Instructor Type](#)

- C. **ROSTER-GROUP:** To submit a new Group Training Attendance Roster for a completed program, click the [Roster-Group](#) link. The screen will look similar to this:

Request to Add Program
[SUBMIT]

Search by Program Title:

Completed Training Attendance Rosters
[View](#)

[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z] [Other]

Program Title	Program Category	P.O.S.T.
---------------	------------------	----------

1. Locate a program by the [A-Z](#) listing or the search function. The screen will look similar to this:

Close Window Back

Request to Add Program Search by Program Title: Completed Training Attendance Rosters
[\[SUBMIT \]](#) search [View](#)

[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z] [Other]

<u>Program Title</u>	<u>Program Category</u>	<u>P.O.S.T.</u>
Defensive Driver Training Program	Administration	False
Defensive Tactics Instructor	Instructor Training	True
Defensive Tactics Instructor Refresher	Instructor Training	True
Defensive Tactics Instructor Update	Public Safety	True
Defensive Tactics Instructor, Lead	Instructor Training	False
Defensive Tactics Instructor-Baton	Instructor Training	True
Defensive Tactics Introduction	Public Safety	False
Defensive Tactics Training and Qualification	Public Safety	False
Defensive Tactics, Straight Baton	Public Safety	True
S&K Defensive Tactics Update	Public Safety	True
Verbal Judo Defensive Tactics	Public Safety	False

2. Click the [Program Title](#) link to bring up the Training Attendance Roster (Group). The screen will look similar to this:

Close Window Back

Training Attendance Roster (Group)

Program Title: Defensive Driver Training Program

Hours: 4

Program Location:

Training Provider: DPR

Program Provider:

Start Date:

MM/DD/YYYY

End Date:

MM/DD/YYYY

- a. Complete all required fields and **submit**. The screen will look similar to this:

NOTE: The program will now be listed on your Completed Training Attendance Roster database.

STEP 1 OF 3 [[Go To Next Step](#)]

Training Attendance Roster (Defensive Driver Training Program: 6/14/2006 - 6/14/2006)

Non-Department Trainee(s)			
Last Name	First Name	Classification	Employer
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
			<input type="button" value="ADD to Roster"/>

[\[All \]](#) [\[My Training Group \]](#)
Hold down 'Ctrl' to select multiple Employees

BOST, PATRICIA : Staff Service Analys
BREAKFIELD, CONNIE : Supervising State Pa
BURKE, JAMES : State Park Superinte
BURKE, ROBERT : State Park Ranger
BURNER, ROY : State Park Ranger
COMBS, CHARLES : Park Maintenance Chi
CURRY, MICHAEL : State Park Superinte
DANIELSON, JOANNE : State Park Superinte
GARDNER, MICHELLE : State Park Superinte
GREEN, MICHAEL : State Park Interpret
GRENNEILL, CHARLES : State Park Ranger
HENRY, GINGERLOU : Staff Services Manag
HOWARD, GARY : Supervising State Pa
JACOBS, ROLAND : Supervising State Pa
KINCAID, SUMMER : Staff Service Analys
KIRSCHENMAN, GAIL : Staff Services Manag
LATTA, HAROLD : State Park Ranger
LEMLEY JR, FLOYD : State Park Ranger
LONG, JAMES : State Park Ranger
MARQUETTE, LOUIS : Lifeguard

NO DATA

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NOTE: The listing will default to the Employees in your Training Group. To view all Department Employees click on the [All](#) link.

- b. **Step 1:** Select the Employees that attended the program and click **ADD to Roster**. To add non-Department Employees, complete all required fields and click **ADD to Roster**. To remove an Employee, highlight their name and click **Remove**. The screen will look similar to this:

[Close Window](#) **STEP 1 OF 3** [[Go To Next Step](#)]

Training Attendance Roster (Defensive Driver Training Program: 6/14/2006 - 6/14/2006)

Non-Department Trainee(s)			
Last Name	First Name	Classification	Employer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[ADD to Roster](#)

[[All](#)] [[My Training Group](#)]

Hold down 'Ctrl' to select multiple Employees

BOST, PATRICIA : Staff Service Analys
 BREAKFIELD, CONNIE : Supervising State Pa
 BURKE, JAMES : State Park Superinte
 BURKE, ROBERT : State Park Ranger
 BURNER, ROY : State Park Ranger
 COMBS, CHARLES : Park Maintenance Chi
 CURRY, MICHAEL : State Park Superinte
 DANIELSON, JOANNE : State Park Superinte
 GARDNER, MICHELLE : State Park Superinte
 GREEN, MICHAEL : State Park Interpret
 GRENNELL, CHARLES : State Park Ranger
 HENRY, GINGERLOU : Staff Services Manag
 HOWARD, GARY : Supervising State Pa
 JACOBS, ROLAND : Supervising State Pa
 KINCAID, SUMMER : Staff Service Analys
 KIRSCHENMAN, GAIL : Staff Services Manag
 LATT, HAROLD : State Park Ranger
 LEMLEY JR, FLOYD : State Park Ranger
 LONG, JAMES : State Park Ranger
 MARQUETTE, LOUIS : Lifeguard

----->>>>>>
[ADD to Roster](#)

 <<<<<<<<<<<<
[REMOVE](#)

Hold down 'Ctrl' to select multiple Employees

YUNE, DENNIS : Non-Department
 METTE III, JOSEPH : State Park Superinte
 BURKE, JAMES : State Park Superinte
 BURKE, ROBERT : State Park Ranger
 BURNER, ROY : State Park Ranger
 GRENNELL, CHARLES : State Park Ranger
 JACOBS, ROLAND : Supervising State Pa
 LATT, HAROLD : State Park Ranger

- c. Once all of the Employees who have attended the training are added, click the [Go to Next Step](#) link to complete grade, hours and training category. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 6/14/2006 - 6/14/2006)

Select the appropriate GRADE, HOURS and TRAINING CATEGORY for each Employee.

Step 2 of 3

#	Name	Classification	Grade	Hours	Training Category	
1	YUNE, DENNIS	Surfer	N/A ▾	4 ▾	Job Related ▾	Delete
2	METTE III, JOSEPH	State Park Superintendent III	N/A ▾	4 ▾	Job Related ▾	Delete
3	BURKE, JAMES	State Park Superintendent II	N/A ▾	4 ▾	Job Related ▾	Delete
4	BURKE, ROBERT	State Park Ranger	N/A ▾	4 ▾	Job Related ▾	Delete
5	BURNER, ROY	State Park Ranger	N/A ▾	4 ▾	Job Related ▾	Delete
6	GRENNELL, CHARLES	State Park Ranger	N/A ▾	4 ▾	Job Related ▾	Delete
7	JACOBS, ROLAND	Supervising State Park Ranger	N/A ▾	4 ▾	Job Related ▾	Delete
8	LATT, HAROLD	State Park Ranger	N/A ▾	4 ▾	Job Related ▾	Delete

[submit](#)

- d. From the drop down lists select the appropriate Grade, Hours and Training Category and **submit**. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 6/14/2006 - 6/14/2006)

Select the appropriate GRADE, HOURS and TRAINING CATEGORY for each Employee.

Step 2 of 3 [[Go To Next Step](#)]

#	Name	Classification	Grade	Hours	Training Category	
1	YUNE, DENNIS	Surfer	N/A	4	Job Related	Delete
2	METTE III, JOSEPH	State Park Superintendent III	N/A	4	Job Related	Delete
3	BURKE, JAMES	State Park Superintendent II	N/A	4	Job Related	Delete
4	BURKE, ROBERT	State Park Ranger	N/A	4	Job Related	Delete
5	BURNER, ROY	State Park Ranger	N/A	4	Job Related	Delete
6	GRENNEILL, CHARLES	State Park Ranger	N/A	4	Job Related	Delete
7	JACOBS, ROLAND	Supervising State Park Ranger	N/A	4	Job Related	Delete
8	LATTA, HAROLD	State Park Ranger	N/A	4	Job Related	Delete

- e. Click the [Go to Next Step](#) link to select the Instructors and number of hours taught. The screen will look similar to this:

NOTE: To finalize the roster without adding instructors [Click Here to Finalize the Attendance Roster](#) link.

Training Attendance Roster (Racial Profiling: 6/13/2006 - 6/13/2006)

Enter Instructor(s) **Step 3 of 3 [[Click Here to Finalize the Attendance Roster](#)]**

Department Instructors		
Name	Instructor Type	Hours
Please Select		Pending

NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			Beach Driving	5	

- f. **Department Instructors:** Select a Department Instructor from the drop down list. Wait for Instructor Type and Hours screen to load, then select and **submit**. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 9/23/2003 - 9/23/2003)

Enter Instructor(s) Step 3 of 3 [[Click Here to Finalize the Attendance Roster](#)]

Department Instructors			
Name	Instructor Type	Hours	
WAGY, STEVEN : State Park Superintendent III	Driver Awareness	4	<input type="button" value="submit"/>
	Driver Awareness Driver Training ETMS		

NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			Beech Driving	4	<input type="button" value="submit"/>

- g. Repeat this process to add additional Department Instructors.
- h. To add Non-Department Instructors, complete all required fields and **submit**. Repeat this process to add additional Non-Department Instructors. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 6/14/2006 - 6/14/2006)

Enter Instructor(s) Step 3 of 3 [[Click Here to Finalize the Attendance Roster](#)]

Department Instructors			
Name	Instructor Type	Hours	
Please Select	Pending		

NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			Beech Driving	4	<input type="button" value="submit"/>

Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
WAGY, STEVEN	State Park Superintendent III	4	Driver Awareness	DPR	Delete

NON-Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
SMITHEE, SCOTT	Captain	4	Driver Awareness	Gilroy PD	Delete

- i. Click the [Click Here to Finalize the Attendance Roster](#) link to view the finalized roster. The screen will look similar to this:

Training Attendance Roster (Group)

(Defensive Driver Training Program: 6/14/2006 - 6/14/2006)

Completed Training Attendance Rosters [View](#)

Permanent Trainee(s)				
Name	Classification	Hours	Grade	Training Category
METTE III, JOSEPH	State Park Superintendent III	4	N/A	Job Related
BURKE, JAMES	State Park Superintendent II	4	N/A	Job Related
BURKE, ROBERT	State Park Ranger	4	N/A	Job Related
BURNER, ROY	State Park Ranger	4	N/A	Job Related
LATTA, HAROLD	State Park Ranger	4	N/A	Job Related
GRENNELL, CHARLES	State Park Ranger	4	N/A	Job Related
JACOBS, ROLAND	Supervising State Park Ranger	4	N/A	Job Related

Non - Permanent Trainee(s)				
Name	Classification	Hours	Grade	Employer
YUNE, DENNIS	Surfer	4	N/A	Self-Employed

Training Program Instructor(s)				
Name	Instructor Type	Classification	Hours	Employer
WAGY, STEVEN	Driver Awareness	State Park Superintendent III	4	DPR
SMITHEE, SCOTT	Driver Awareness	Captain	4	Gilroy PD

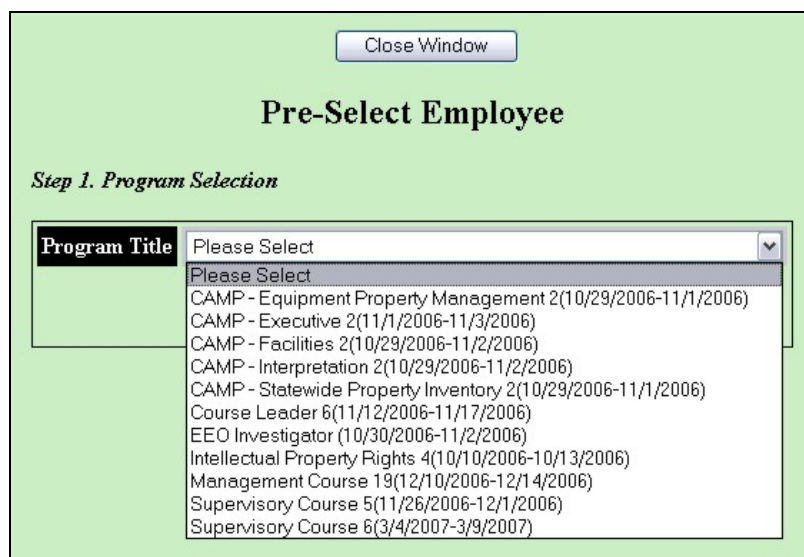
3. To access your Completed Training Attendance Rosters database, click the [View](#) link. The screen will look similar to this:

Training Attendance Roster (Group)

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

Program Title	Start Date	End Date	# of Trainees on Roster			
Incident Command System for Emergency Personnel	1/3/2004	1/3/2004	2	Add Trainee	Duplicate Roster	
Intellectual Property Rights	10/10/2006	10/13/2006	0	Add Trainee	Delete Roster	Duplicate Roster
Intermediate Carpentry Skills	10/22/2001	10/26/2001	17	Add Trainee	Duplicate Roster	
Intermediate Carpentry Skills	11/15/1999	11/19/1999	16	Add Trainee	Duplicate Roster	
Intermediate Electrical Skills	3/27/2000	3/31/2000	16	Add Trainee	Duplicate Roster	
Intermediate Electrical Skills	4/23/2001	4/27/2001	17	Add Trainee	Duplicate Roster	
Intermediate Plumbing Skills	1/29/2001	2/2/2001	14	Add Trainee	Duplicate Roster	
Intermediate Plumbing Skills	2/28/2000	3/3/2000	10	Add Trainee	Duplicate Roster	

- a. **Program Title:** Click the [Program Title](#) link to view description from the Training Catalog.
 - b. **Start/End Date:** Start/End date of the Program.
 - c. **# of Trainees on Roster:** Shows the number of Trainees who completed the program.
 - d. **Add Trainee:** By clicking the [Add Trainee](#) link, the Training Specialist can add additional Trainees and Instructors to the Roster.
 - e. **Delete Roster:** By clicking the [Delete Roster](#) link, the Training Specialist can delete a roster if no Trainees have been added to the roster.
 - f. **Duplicate Roster:** By clicking the [Duplicate Roster](#) link, the Training Specialist can duplicate a roster and modified all data fields. An example is the Continuing Advanced Officer Program and Basic Visitor Services that includes several programs from the Training Catalog.
4. **Request to Add Program:** Click the [SUBMIT](#) link to add a program to the Training Catalog.
- D. **ROSTER-PRE-SELECT:** By clicking the [Roster-Pre-Select](#) link within the drop down list, a page will appear that will look similar to this:



Close Window

Pre-Select Employee

Step 1. Program Selection

Program Title
Please Select
CAMP - Equipment Property Management 2(10/29/2006-11/1/2006)
CAMP - Executive 2(11/1/2006-11/3/2006)
CAMP - Facilities 2(10/29/2006-11/2/2006)
CAMP - Interpretation 2(10/29/2006-11/2/2006)
CAMP - Statewide Property Inventory 2(10/29/2006-11/1/2006)
Course Leader 6(11/12/2006-11/17/2006)
EEO Investigator (10/30/2006-11/2/2006)
Intellectual Property Rights 4(10/10/2006-10/13/2006)
Management Course 19(12/10/2006-12/14/2006)
Supervisory Course 5(11/26/2006-12/1/2006)
Supervisory Course 6(3/4/2007-3/9/2007)

1. Select the program from the drop down list and click [Next](#). The screen will look similar to this:

Close Window

Pre-Select Employee

Step 2. Add employee(s) to Supervisory Course 5 (11/26/2006-12/1/2006) [Back to the List](#)

Hold down 'Ctrl' to select multiple Employees

- BRAZIL, FRANCES : Park Aid -Seasonal-
- BRAZZIL, CHRISTINE : Guide I Historical M
- BREAKFIELD, CONNIE : Supervising State Pa**
- BREAN, RONALD : State Park Superinte
- BRECEDA, ELIZABETH : Park Aid -Seasonal-
- BRECKENRIDGE, RYLAND : Maintenance Aide (Se
- BRECKLING, BARRY : State Park Ranger
- BREEDEN, HANNAH : Park Aid -Seasonal-
- BREHM, DENNIS : Park Interpretive Sp
- BREITMAIER, COURTNEY : Park Aid -Seasonal-
- BREM, ELLEN : State Park Ranger
- BRENNSTALL, MICHAEL : Stationary Engineer
- BRENNAN, GARY : State Park Ranger
- BRENNAN, HUGH : Lifeguard I (Seasona
- BRENNAN, JAMES : Park Aid -Seasonal-

----->>>>

ADD

<<<<<<-----

REMOVE

NO DATA

submit

(Click 'Submit' button to finalize the Roster)

- a. Select the Employee and click **ADD**. To remove an Employee, highlight their name and click **REMOVE**. The screen will look similar to this:

Close Window

Pre-Select Employee

Step 2. Add employee(s) to Supervisory Course 5 (11/26/2006-12/1/2006) [Back to the List](#)

Hold down 'Ctrl' to select multiple Employees

- AARSTAD, BYRON : Groundskeeper
- AASEN, JOANNE : Guide I Historical M
- ABLES, RICHARD : Park Maintenance Wor
- ABMA, ERIC : Lifeguard
- ABRAHAM, JOHN-PAUL : Senior Maintenance A
- ABSHER, ELLEN : State Park Interpret
- ACEITUNO, CHRISTINA : Staff Services Manag
- ACKERMANN, NICOLE : State Park Ranger
- ACKHOFF, PETER : Lifeguard II (Season
- ADAMA, DALE : Lifeguard
- ADAMACHE, DERRICK : Firefighter/Security
- ADAMS, KAREN : Associate Landscape
- ADAMS, KELLY : Lifeguard I (Seasona
- ADAMS, RICHARD : FORESTER (NONSUP
- ADAMS, ROBIN : Park Aid -Seasonal-

----->>>>

ADD

<<<<<<-----

REMOVE

Hold down 'Ctrl' to select multiple Employees

- ACEITUNO, CHRISTINA : Staff Services Manager II (Managerial)**
- BREAKFIELD, CONNIE : Supervising State Park Ranger
- BURKE, JAMES : State Park Superintendent II
- BURKE, ROBERT : State Park Ranger
- BURNER, ROY : State Park Ranger
- JACOBS, ROLAND : Supervising State Park Ranger

submit

(Click 'Submit' button to finalize the Roster)

- b. Once all the Employees have been selected, click **submit**. The screen will look similar to this:

Close Window

Pre-Select Employee

Step 2. Add employee(s) to Supervisory Course 5 (11/26/2006-12/1/2006) [Back to the List](#)

Hold down 'Ctrl' to select multiple Employees

AARSTAD, BYRON : Groundskeeper
AASEN, JOANNE : Guide Historical M
ABLES, RICHARD : Park Maintenance War
ABMA, ERIC : Lifeguard
ABRAHAM, JOHN-PAUL : Senior Maintenance A
ABSHER, ELLEN : State Park Interpreter
ACEITUNO, CHRISTINA : Shift Services Manag
ACKERMANN, NICOLE : State Park Ranger
ACKHOFF, PETER : Lifeguard II (Season
ADAMA, DALE : Lifeguard
ADAMACHE, DERRICK : Firefighter/Security
ADAMS, KAREN : Associate Landscape
ADAMS, KELLY : Lifeguard I (Season
ADAMS, RICHARD : FORESTER (NONSUP
ADAMS, ROBIN : Park Aid Seasonal

----->>>>>-----

ADD

NO DATA

-----<<<<<-----

REMOVE

submit

(Click 'Submit' button to finalize the Roster)

Trainee(s) already Pre-Selected

ACEITUNO, CHRISTINA
BREAKFIELD, CONNIE
BURKE, JAMES
BURKE, ROBERT
BURNER, ROY
JACOBS, ROLAND

NOTE: To add additional Employees repeat the process above.

- II. **TRAINING REQUEST MANAGEMENT:** To manage In-Service Training Requests for all Employees, a menu bar called **Training Request Mgt : Training Spec : Action Needed! (2)** is located on their Home Page. There is a link that allows the Training Specialist to manage the rosters for all programs assigned. The number within the parenthesis is the link to the pending In-Service Training Requests. The screen will look similar to this:

Home	Back
[View Past Training Attendance Roster]	[View All Current Programs]
[View My Current Programs]	

Program Title	Program Date	Training Requests Pending	Training Specialist
Emergency Medical Responder (EMR) Instructor Refresher 2	11/5/2006 - 11/10/2006	0	GARDNER, MICHELLE
Emergency Medical Responder Instructor 12	12/3/2006 - 12/8/2006	3	GARDNER, MICHELLE
Emergency Medical Technician – I (National Registry EMT – Basic) 4	10/1/2006 - 10/21/2006	2	GARDNER, MICHELLE
Emergency Medical Technician – I Refresher (National Registry EMT – Basic) 2	11/5/2006 - 11/9/2006	0	GARDNER, MICHELLE

- A. **TRAINING REQUEST PENDING:** To view all pending Training Requests click on the <#> link in the column. The screen will look similar to this:

[Home](#)
[Back](#)

Page : 1

[Back to Roster](#)

Emergency Medical Responder Instructor (12/3/2006-12/8/2006)

Detail	Submit Date	Name	Classification	Training Group	Approval	Rank	TS Rank	Approval Action	TS Comment
Detail	5/30/2006	TIMOTHY GUARDINO	State Park Ranger	Gold Fields District (690)	Pending	1	N/A	Pending	
Detail	6/8/2006	KEVEN HARDER	State Park Ranger	Ocotillo Wells District (555)	Pending	1	N/A	Pending	
Detail	6/4/2006	SUSAN MCLAUGHLIN	State Park Ranger	Colorado Desert District (940)	Pending	2	N/A	Pending	

[submit](#)

1. **[Detail](#)**: This link displays the details of the Employee Training Request.
2. **TS Rank**: Rank the Training Request with “1” being the highest priority and “5” being the lowest for Alternate Employees only.
3. **Approval Action**: From the drop down list in the Approval column, the Training Specialist can choose Approve, Not Approve or Alternate. If Not Approve is selected, the Training Specialist must provide a comment.
4. **Submit**: Click the submit button to submit approval action.

NOTE: Do not take Approval Action until after the Training Request Due Date that is listed on the Training Schedule.

- B. **PROGRAM TITLE**: By clicking on the [Program Title](#) link a page opens that allows the Training Specialist to view the following: all Training Requests that have been submitted, all Training Requests disapproved by the Training Specialist, all Employees that are enrolled on the Program Roster and all Accommodation Requests that have been submitted. The Training Specialist can also Enroll Non-Department Trainee(s) and Add Instructor(s). The screen will look similar to this:

<div> Home Back </div>			
<div> [View Past Training Attendance Roster] [View All Current Programs] [View My Current Programs] </div>			
<u>Program Title</u>	<u>Program Date</u>	Training Requests Pending	<u>Training Specialist</u>
Advanced Carpentry Skills	5/22/2006 - 5/26/2006	0	HENRY, GINGERLOU
Advanced Carpentry Skills test	5/22/2006 - 5/26/2006	0	HENRY, GINGERLOU
CAMP - Equipment Property Management	4/24/2006 - 4/25/2006	0	HENRY, GINGERLOU
CAMP - Equipment Property Management 2	10/29/2006 - 11/1/2006	0	HENRY, GINGERLOU
CAMP - Executive 2	11/1/2006 - 11/3/2006	0	HENRY, GINGERLOU
CAMP - Facilities	4/24/2006 - 4/26/2006	0	HENRY, GINGERLOU
CAMP - Facilities 2	10/29/2006 - 11/2/2006	1	HENRY, GINGERLOU
CAMP - Interpretation 2	10/29/2006 - 11/2/2006	0	HENRY, GINGERLOU
CAMP - Statewide Property Inventory 2	10/29/2006 - 11/1/2006	0	HENRY, GINGERLOU
Course Leader 6	11/12/2006 - 11/17/2006	0	HENRY, GINGERLOU
EEO Investigator	10/30/2006 - 11/2/2006	0	HENRY, GINGERLOU
Intellectual Property Rights 4	10/10/2006 - 10/13/2006	1	HENRY, GINGERLOU
Training Requests Submitted	Disapproved Training Requests	Enrolled Program Roster	Accommodation Request (0) Enroll Non-Department Trainee(s) Add Instructor
7	0	0	
Management Course 19	10/1/2006 - 10/6/2006 11/5/2006 - 11/9/2006 12/10/2006 - 12/14/2006	0	HENRY, GINGERLOU
Supervisory Course 5	9/17/2006 - 9/22/2006 10/22/2006 - 10/27/2006 11/26/2006 - 12/1/2006	0	HENRY, GINGERLOU
Supervisory Course 6	1/7/2007 - 1/12/2007 2/4/2007 - 2/9/2007 3/4/2007 - 3/9/2007	0	HENRY, GINGERLOU

1. **Training Requests Submitted:** By clicking on the <#> link the Training Specialist can view the Details of all Training Requests submitted for this program. The screen will look similar to this:

Name:	MCLAUGHLIN, SUSAN
Classification:	State Park Ranger
Training Group:	Colorado Desert District (940)
Sub Group:	Anza-Borrego Sector
Supervisor:	DICE, KATHY
Date Approved:	6/14/2006
Sub-Group Manager:	Unassigned,
Date Approved:	1/1/1900
Manager:	WELLS, MICHAEL
Date Approved:	6/21/2006
Training Specialist:	GARDNER, MICHELLE
Date Approved:	Pending

Name:	GUARDINO, TIMOTHY
Classification:	State Park Ranger
Training Group:	Gold Fields District (690)
Sub Group:	Folsom Sector
Supervisor:	BRACK, MAUREEN
Date Approved:	6/1/2006
Sub-Group Manager:	GROSS, MICHAEL
Date Approved:	6/2/2006
Manager:	NAKAJI, SCOTT
Date Approved:	6/9/2006
Training Specialist:	GARDNER, MICHELLE
Date Approved:	Pending

2. **Disapproved Training Requests:** By clicking on the <#> link the Training Specialist can view all Training Request that he/she has disapproved.
3. **Enrolled Program Roster:** By clicking on the <#> link the Training Specialist can view all participants enrolled in the program and complete the details of the roster and **submit**. The screen will look similar to this:

ETMS Training -
(6/21/2006 - 6/21/2006)

Department Employees - Program Roster								
#	Details	Name	Classification	Training Group	Hours Completed	Training Attendance Roster	Grade	Comments
1	[Detail]	BURKE, JAMES	State Park Superintendent II	Training Office (068)	1	Pending	N/A	
2	[Detail]	HENRY, GINGERLOU	Staff Services Manager II (Supervisory)	Training Office (068)	1	Pending	N/A	
3	[Detail]	JACOBS, ROLAND	Supervising State Park Ranger	Training Office (068)	1	Pending	N/A	
4	[Detail]	METTE III, JOSEPH	State Park Superintendent III	Training Office (068)	1	Pending	N/A	
5	[Detail]	TREANOR, STEVEN	State Park Superintendent III	Training Office (068)	1	Pending	N/A	

Non Permanent Trainee(s) - Program Roster							
	Name	Classification	Employer	Hours Completed	Training Attendance Roster	Grade	Comment
<input type="button" value="Add"/>							

Department Employees - Alternate List - Program Roster							
#	Details	Name	Classification	Training Group	TS Ranking	Training Attendance Roster	Comments
6	[Detail]	BOST, PATRICIA	Staff Service Analyst (General)	Training Office (068)	1	Pending	

- (a) To complete the roster, verify Hours Completed, select action from the Training Attendance Roster column, select grade if applicable and add comment as required and **submit**.

4. **Accommodation Request:** By clicking on the <#> link the Training Specialist can view Accommodation Requests that were submitted with the Training Request. The screen will look similar to this:

Name : WAGY, STEVEN
Classification : State Park Superintendent III
Training Group : Training Office (068)
Accommodation : Dietary
Explanation : I can not eat anything with a mother or face.

5. **Enroll Non-Department Trainee(s):** By clicking on the <#> link the Training Specialist can enter the information for Non-Department Trainees. Complete all required fields and click on the [Add](#) link. The screen will look similar to this:

[Home](#) [Back](#)

ETMS Training (6/21/2006 - 6/21/2006)

[Back to the list](#)

Enter information for Non-Permanent Trainee(s)						
Last Name	First Name	Classification	Email	Training Category	Employer	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Job Related <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>						

Non-Permanent Trainee(s)						
#	Name	Classification	Email	Employer	Training Category	Comment

Permanent Trainee(s)			
#	Name	Classification	Training Group
1	BOST, PATRICIA	Staff Service Analyst (General)	Training Office (068)
2	BURKE, JAMES	State Park Superintendent II	Training Office (068)
3	JACOBS, ROLAND	Supervising State Park Ranger	Training Office (068)
4	TREANOR, STEVEN	State Park Superintendent III	Training Office (068)

6. [Add Instructor\(s\)](#): By clicking on this link the Training Specialist can add Instructor(s). The screen will look similar to this:

[Close Window](#) [Back](#)

ETMS Training - (6/21/2006 - 6/21/2006)

DPR Instructor Hours		
Instructor Name	Instructor Type	Hours
<input type="text" value="Please Select"/> <input type="button" value="v"/>	Pending	

Training Program NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
<input type="text"/>	<input type="text"/>	<input type="text"/>	Carpentry Skills <input type="button" value="v"/>	1 <input type="button" value="v"/>	<input type="text"/>
<input type="button" value="submit"/>					

Instructor List			
DPR PERMANENT INSTRUCTOR(S)			
Instructor Name	Employer	Instructor Type	Hours

- a. Select DPR Instructor, wait for Instructor Type and Hours to load, then select and **submit**. Repeat this process to add additional Department Instructors.
- b. To add Non-Department Instructors, complete all required fields and **submit**. Repeat this process to add additional Non-Department Instructors.

- C. **[VIEW PAST TRAINING ATTENDANCE ROSTERS](#)**: To view past training attendance rosters click on this link. The screen will look similar to this:

Home		Back	
View Past Training Attendance Roster		View All Current Programs	View My Current Programs
[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z] [Other]			
Program Title [A-Z]	Program Date [A-Z]	Training Specialist [A-Z]	Completed
Administrative Workshop	2/7/2005 - 2/11/2005	WAGNER, LAURA	30
Administrative Workshop	11/6/2005 - 11/10/2005	WAGNER, LAURA	35
Advanced Carpentry Skills	12/12/2004 - 12/17/2004	COMBS, CHARLES	24
Advanced Electrical Skills	2/6/2005 - 2/11/2005	COMBS, CHARLES	23
Advanced Museum Collections Management	11/28/2004 - 12/3/2004	LOMBARD, KARYN	35
Advanced Plumbing Skills	4/24/2005 - 4/29/2005	COMBS, CHARLES	21
Advanced Trails Program: Climbing and Rigging	5/8/2005 - 5/13/2005	COMBS, CHARLES	29
Advanced Trails Program: Maintenance Management	9/26/2004 - 10/1/2004	COMBS, CHARLES	20
Advanced Trails Program: Road to Trails Mechanized Equipment	9/25/2005 - 9/30/2005	COMBS, CHARLES	20

- D. **[VIEW ALL CURRENT PROGRAMS](#)**: To view all current programs click on this link. The screen will look similar to this:

Home		Back	
[View Past Training Attendance Roster]		[View All Current Programs]	[View My Current Programs]
Program Title	Program Date	Training Roster Detail	Training Specialist
Basic Carpentry Skills 18	12/17/2006 - 12/22/2006	View	COMBS, CHARLES
Basic Electrical Skills 17	11/12/2006 - 11/17/2006	View	COMBS, CHARLES
Basic Landscaping 11	1/7/2007 - 1/12/2007	View	COMBS, CHARLES
Basic Museum Collections Management 1	10/22/2006 - 10/27/2006	View	GREEN, MICHAEL
Basic Plumbing Skills 15	12/3/2006 - 12/8/2006	View	COMBS, CHARLES
Basic Visitor Services Training 30	1/1/2007 - 6/29/2007	View	DANIELSON, JOANNE
CA Integrated Waste Management (AB-75)	10/10/2006 - 10/11/2006	View	COMBS, CHARLES
CAMP - Equipment Property Management	4/24/2006 - 4/25/2006	View	HENRY, GINGERLOU
CAMP - Equipment Property Management 2	10/29/2006 - 11/1/2006	View	HENRY, GINGERLOU
CAMP - Executive	4/27/2006 - 4/27/2006	View	ORTIZ, STEVEN
CAMP - Executive 2	11/1/2006 - 11/3/2006	View	HENRY, GINGERLOU
CAMP - Facilities	4/24/2006 - 4/26/2006	View	HENRY, GINGERLOU
CAMP - Facilities 2	10/29/2006 - 11/2/2006	View	HENRY, GINGERLOU
CAMP - Interpretation	4/24/2006 - 4/26/2006	View	WAGY, STEVEN
CAMP - Interpretation 2	10/29/2006 - 11/2/2006	View	HENRY, GINGERLOU
CAMP - Statewide Property Inventory	4/24/2006 - 4/25/2006	View	BOHLMANN, GAYLE

1. Click on the [View](#) link to view the current Training Roster for that program.

- D. **[VIEW MY CURRENT PROGRAMS](#)**: To view your current programs click on this link.